

## Reimbursement Procedures for FEMA and other NHQ-Coordinated Missions

### GENERAL:

- a. All expenses will be reimbursed to the wings/regions. *Individuals will not be reimbursed directly from National Headquarters.*
- b. All expenses (including travel, lodging and per diem) must be submitted to the wing/region itemized, on a typed or computer generated CAPF 108 signed by the individual as well a wing/region authorized designee.
- c. For all expenses requiring documentation, documentation must be legible and attached to the CAPF 108 at the time of filing to NHQ. *Expenses cannot be reimbursed without proper documentation.*
- d. All reimbursed travel must be approved in advance through the CAP National Operations Center (NOC). Members who initiate travel on their own without being part of a NOC authorized mission will not be reimbursed.

### LODGING:

- a. **Lodging:** Lodging will be reimbursed at Joint Federal Travel Regulation rate or actual lodging rate whichever is less.
- b. **Required Documentation:** Legible copies of hotel folios are required for all overnight stays. Documentation should indicate dates of stay and all room rate charges. Only room charges and taxes are reimbursable expenses. Incidentals or guests services will not be reimbursed.

### PER DIEM:

- a. **Rate:** Per Diem will be paid for all travel where an overnight stay is required at a rate of \$25.00 per day.
- b. **Required Documentation:** No additional documentation is required – payments will be based on lodging receipts.

### AIRCRAFT MINOR MAINTENANCE AND FUEL:

- a. **Rate – Minor maintenance:** For all aircraft – reimbursement rate for all missions will be at the latest hourly rates per CAPR 173-3.
- b. **Required Documentation – Maintenance reimbursement:** All information should be provided on CAPF 108 as to the type of aircraft, hours flown (including GA-8 missions), tail number of aircraft and whether the aircraft is member or corporate owned.
- c. **Rate – Aircraft fuel:** Rate will be actual cost of aircraft fuel.
- d. **Required Documentation – Aircraft fuel:** Legible receipts are required for all a/c fuel purchased for FEMA directed missions. In cases where computer or register generated receipts are not available due to power outages, hand written receipts from the vendor with some sort of vendor identification are acceptable. Please indicate date, quantity purchased, and amount of purchase on receipt.

### OTHER EXPENSES:

Allowable expenses for emergency missions include airfare to and from the mission area with prior approval from the NOC, vehicle fuel to-from and during the mission, aeronautical maps, ramp fees, and other such expenses as deemed *necessary to carry out the mission*. Expenditures of a single item exceeding \$500 must be approved in advance by the NOC.

Communication expenses for personal cell phone usage will be reimbursed only when expenses exceed allowable minutes in the individual's contract. Copies of cell phone bills with line items highlighted are required for reimbursement.

*Legible copies of receipts are required for ALL incidental expenses.*